

Application Form for Certificate of Apartment Occupancy (C.A.O)

(only one application per unit)

Case #

Address: _____ Date of Request: _____

Floor & Unit Location: _____ Mail Notice Information to: _____
(Agent and/or Owner)

Owner Information

First Name: _____

Last Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: () _____

Work Phone #: () _____

Cell and/or Beeper #: _____

Fax #: () _____

Agent Information

(Optional)

First Name: _____

Last Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: () _____

Work Phone #: () _____

Cell and/or Beeper #: _____

Fax #: () _____

Number of Units in the Building? _____

Building Vacant at the time of this request? Yes No (Circle one)

Unit Vacant at the time of this request? Yes No (Circle One)

Tenant Information

(Required)

Tenant Name: _____ Tenant Phone #: () _____

Tenant Name: _____

This application is only valid after payment is recorded in the Department of Licenses & Inspections, only for the tenant listed on this application and only for their occupancy in the unit listed on the application. A fee of \$10.00 must accompany each application. Application for C.A.O. can be made at the front counter of the Housing Code Enforcement Bureau Office or can be mailed in with a check or money order to:

City of Hartford
Licenses & Inspections
260 Constitution Plaza 1st floor
Hartford, Connecticut 06103